



**DIPATTAMENTON I KAHAO GUINAHAN CHAMORU**  
**DEPARTMENT OF CHAMORU AFFAIRS**

193 Chalan Santo Papa Juan Pablo Dos

Hagåtña, Guam 96910

P.O. Box 2950

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**Rurdes A. Leon Guerrero**  
*Maga'håga*

**Joshua F. Tenorio**  
*Sigundo Maga'låhi*

**R. Arlene Santos**  
*President*

**Department of CHamoru Affairs**  
**Thursday, July 9, 2020 10:00am**  
**Regular Board Meeting**  
**Guam Museum Conf. Rm. & Zoom Video Conference**

**AGENDA**

- I. Call to Order
- II. Roll call
- III. Approval of Minutes
  1. March 3, 2020
- IV. Presidents Report
- V. Old Business
- VI. New Business
  1. Resolution Appointing New President
  2. Contractual Service for Chamorro Village
- VII. Other discussion
- VIII. Adjournment

**DCA BOT Meeting**  
**Thursday/July 9<sup>th</sup>, 2020/10am**  
**Guam Museum Conf. Rm. & Zoom Video Conference**

**Member:**

**Signature:**

Linda Reyes, Chair

Mary Gibson, V. Chair

Dina Hernandez, Treasurer

Maria Vilante, Secretary

Catherine Flores, Member

Darlene Taitano, Member

Leonard Iriarte, Member

Vicente Meno, Member

*Linda Reyes*  
*Mary Gibson*  
*zoom*  
*zoom*  
*zoom*  
*zoom*  
*Leonard I. Iriarte*  
*Vicente Meno*

R. Arlene P. Santos, Acting President

Patti Portodo-Hernandez, Secretary

Marilyn Reyes, Admin. Officer

Leona Young, GM Admin.

JENNIFER PAULINO

ACTING GM, CHAMOREL

VILLAGE

*Jane Aflague*

*Sandra Stodley*

*Chris Florio*

*Powers Morales* *Palmer*

*MR Santos*  
*Young*  
*Paulino*

UFISINAN I MAGA'HÅGA  
OFFICE OF THE GOVERNOR

LOURDES A. LEON GUERRERO  
MAGA'HÅGA • GOVERNOR



JOSHUA F. TENORIO  
SIGUNDO MAGA'LÄHI • LIEUTENANT GOVERNOR

June 22, 2020

Board of Trustees  
Department of CHamoru Affairs  
Dipattamenton I Kaohao Guinahan CHamoru  
2<sup>nd</sup> Floor, Guam Museum  
Hagatna, Guam 96910



**RE: APPOINTMENT TO THE POSITION OF PRESIDENT**

Dear Trustees:

Hafa Adai. I am writing to inform you that I am nominating R. Arlene P. Santos to serve as President of the Department of CHamoru Affairs (the "Department"). Pursuant to your authority under 5 GCA § 87106(a), I request your favorable consideration of my nominee.

I am confident that Ms. Santos possesses all that is necessary to assist the Department in its efforts to build community programming, increase efficiencies and serve all of our island's people.

For your review and consideration, Ms. Santos's resume is attached. Dangkulu na si Yu'os Ma'ase for your support.

*Senseramente,*

**LOURDES A. LEON GUERRERO**  
*Maga'hågan Guahan*  
Governor of Guam

cc: Lt. Governor of Guam

Attachment

**CONSOLIDATED CIVILIAN PERSONNEL OFFICE**  
U.S. Department of Navy, Guam

**August 1985-March 1986;  
and January-December 1987)**

**Employee Development Specialist (GS-11)**

Developed and Coordinated Employee Development and Career Enhancement Programs and Training for Civilian Personnel.

**DISTRICT III: MORALE, WELFARE AND RECREATION SVS. September-January 1987**

Naval Communications Western Pacific (NavCams WestPac)  
U.S. Department of Navy, Guam

**Child Care Director (GS-9)**

responsible for planning, organizing, and administering a comprehensive program for authorized military and civilian personnel and their dependents.

**DEPARTMENT OF PUBLIC HEALTH  
AND SOCIAL SERVICES**

**August 1970-August 1985**  
(Fifteen (15) years)

**Administrator, Division of Senior Citizens** *(February 1977-August 1985)*

Was the first Administrator of the Division; Administered State Planning, Coordination and Evaluation functions of the Single State Agency on Aging contracting services and service delivery programs funded under the Federal Title III Programs of the Older Americans Act of 1965, as amended and the local government of Guam; applied and administered Federal Discretionary Grants for Senior projects and programs.

**Supervisory Positions in Social Work  
and Food Stamps Programs:**

*(May 1972-February 1977)*

Supervised Family and Children Services Programs; Adoption and Foster Care Services;  
Child Protective Services and the administration of the Food Stamps Programs.

**Social Services Aide--Asst. Supervisory Positions:** *(August 1968-May 1972)*

Processed and Monitored Public Benefits applications and recipients respectively; worked in both Public Welfare and the Food Stamps Programs.

**PORT AUTHORITY OF GUAM**

Government of Guam

**Summer Employment**

(May-August 1968 and 1969)

Performed Clerical functions.

**MEMBERSHIPS IN BOARDS/COMMISSIONS**

Chairperson, Notre Dame High School Board

(1995-1998)

Member, Board of Education

(1988)

Board Member, Guam Housing Corporation,

(1980-1983)

Executive Secretary, Guam Council on Senior Citizens

(1978-1985)

**CATHOLIC SOCIAL SERVICE  
KARIDAT PROGRAMS**

Private Non-Profit Organization (Social Services)

**August 27, 2007 to  
August 27, 2010**

**Program Director**

Administration and Management of Program Operations of Residential Care Homes (RCH)-(24 Hr. Residential Care and Support Services to minors and adults with significant disabilities) with a manpower strength of over seventy (70) employees assigned to five (5) homes with a budget of over Two Million Dollars (\$2,000,000) and caring for up to twenty-five (25) consumers.

**29TH GUAM LEGISLATURE**

Office of Senator Frank T. Ishizaki

**January 1, 2007-May 18, 2007**

**Chief of Staff**

Administration, supervision and management of office operations; research and writing of Bills, Resolutions and Executive Committee Certificates; represented the Senator in official functions, activities and meetings; prepared correspondence and reports.

**28TH GUAM LEGISLATURE**

Office of Senator Benjamin J.F. Cruz

**January 3, 2005-  
December 31, 2006**

**Staff Assistant**

Research and writing of Bills, Resolutions and Executive Committee Certificates; staffed the Senator in Health, Public Safety and Judicial Issues; represented the Senator in official functions, activities and meetings; Office Manager for all administrative and management functions.

**U.S. FOREIGN CLAIMS SETTLEMENT COMMISSION**

Washington D.C.

Federal Government Appointment

Assigned to the Guam War Claims Review Commission (Guam Office)

**November 6, 2003-  
June 30, 2004**

**Executive Assistant**

Assisted constituents complete a survey questionnaire; processed, collated and analyzed information from the surveys to assist the Commissioners prepare their report to the Department of Interior and U.S. Congress on the Guam War Claims Issue-specifically, the period during the Japanese occupation of Guam during World War II.

**24TH, 25TH AND 26TH GUAM LEGISLATURES**

**January 1997-January 2003**

**Legislative Management Assistant**

Performed Systems Management and Documentation functions, recorded and compiled all Legislative Bills and Public Laws; Developed Job Specifications and Job Standards for selected employment positions of the Legislature; Assigned to special community and legislative projects by the Executive Director and the Speaker of the Legislature.

**SUPERIOR COURT OF GUAM**

**January 1988-February 1995  
(Seven (7) years)**

**Deputy Administrative Director of the Courts**

Operated and managed all Administrative and Systems Management Functions; Directed supervisory oversight of Human Resources, Management Information Systems, Federal Grants Management, Procurement and Facilities Management functions; provided Administrative oversight and support to Judges and Divisions of the court.

## RESUMÈ

Name: **R. Arlene Santos**  
Mailing Address: 114 Talisay Dr.  
Santa Rita, Guam 96915  
Place of Residence: (same as mailing address)  
E-mail Address: 4rasantos@gmail.com

### EDUCATION

**Masters in Public Administration**  
University of Guam (1981)  
**Bachelor of Arts in Sociology and Psychology**  
University of Guam (1972)  
**High School Graduate**  
Academy of Our Lady of Guam (1968)

### EMPLOYMENT EXPERIENCE

**Acting Director of the Guam  
Public Library System (GPLS)**

**July 29, 2019 to present**

**Gubernatorial Appointment as Special Assistant  
to the Governor on Violence Against Women  
Federal Grant Programs**

**January 8, 2019-July 29, 2019**

**Federal Management Team (FMT)**  
[Department of Mental Health and Substance Abuse  
nka Guam Behavioral Health and Wellness Center]

**February 2, to Nov. 30, 2012**

Served as Consultant to the FMT (Government Receivership) assigned to Administer the Residential Recovery Program (RRP)--seven (7) Residential Homes for the Mentally challenged funded by the Guam Behavioral Health and Wellness Center inclusive of direct supervisorial responsibility and authority over the Guma Hinemlo residential facility for homeless adults federally funded by two (2) grants--the Supportive Housing Program (SHP) and the Community Development Block Grant (CDBG) via the Guam Housing and Urban Renewal Authority (GHURA).

**SOUTHERN GUAM SOIL AND WATER CONSERVATION  
DISTRICT**

College of Natural and Applied Sciences, University of Guam

**July 24, 2007-  
October 31, 2011**

As the *District Administrator* was the designated official responsible for assuring that the policies and practices of the Southern Guam Soil and Water Conservation District enhance natural resources in Guam. This requires the identification of local natural resource needs and issues, development of management strategies, development and setting of local policy and coordination of local state and federal resources.

# DIPATTAMENTON I KAOGAO GUINAHAN CHAMORU

## Department of Chamoru Affairs



Anna Marie B. Arceo  
*Mās Ge'helo*



Lourdes A. Leon Guerrero  
*Maga'haga*  
Joshua F. Tenorio  
*Sigundo Maga'lāhi*

### Department of Chamorro Affairs Board of Trustees Meeting Minutes Tuesday, March 3, 2020- 2pm

#### I. CALL TO ORDER

There being a quorum, the meeting of the Board of Trustees was called to order at 2:12pm, Tuesday, March 3, 2020 by Acting Chairwoman Mary (Shelly) Gibson

Inifresi.....

#### II. ROLL CALL

Members Present: Acting Chairwoman Mary (Shelly) Gibson, Treasure Dina Hernandez, Secretary Maria Vilante, Catherine Flores, Leonard Iriarte, Vicente Meno

Others Present: DCA President Anna Marie Arceo, Marilyn Reyes, Leona Young, Perpetua San Agustin, Dominica Tolentino, Pauline Okada

Absent: Chairwoman Linda Reyes, Darlene Taitano

#### III. Approval of Minutes

Move to approved the minutes of the last meeting by Vicente Meno, and should there be any decision or changes or make up, we can do it later on

#### IV. Treasurer's Report

Report by Marilyn Reyes, just got on board last week, to assist *Depattamenton I Kaogao Guinahan Chamoru*, detail actually, am with DPW, glad to be back to assist and help with administrative personnel. The best I can do right now, I went ahead and print it out the Profit and Loss for the NA account, Guam Museum Fund, RPT fund, and President Office Fund. Please, keep in mind that the report for first quarter FY20, if you see a negative or plus know that the bank recon has not been updated as of May 2019, buy the time that I left. Mary Gibson, how long do you think, Marilyn will it take you to catch up with that, I know. Marilyn Reyes, to reconcile all 3 accounts, give me about 10 working days. Mary Gibson, Thank You. Catherine Flores, am sorry and your name is. Marilyn Reyes, Marilyn Reyes. Catherine Flores, am Cathy. Vicente Meno, May 2019! Maria Vilante, that's the last. Marilyn Reyes, that's the last that I reconcile. President, Marilyn was with us as our AO, by the time I got on board 2019 she left us in June, she delivered in May, June left in May delivered, then all the way to PC3 position elsewhere, I let her go and ever since than we haven't been able to secure an AO, a lot of this stress and pressure we're getting. But, the lord is good, she's only been here a week, she's done like 6-8 months of work, procuring and I can say how important an AO is in every



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department. Catherine Flores, absolutely. Vicente Meno, are you gonna continue to give her away. President, for now she's detail to us indefinitely, she's detail to us but am working on keeping her here. Vicente Meno, we really need for you to stand up on your own two feet and that you need your people. President, yes, it was actually thru the front office support that I got Marilyn, because, after we keep trying to get an AO in after so many interviews, I just couldn't, I said getting power disconnection and all of this, I really, I'm not kidding anymore, am hemorrhaging, I'm calling DOA, somebody help and finally the COS and assistance COD, I just went to him and said can we borrow Marilyn, detail her, DPW has a thousand of employees and AO's, just detail her. Vicente Meno, that's not my point, my point is we're very tiny department, yet they take her away from here. President, oh no, they didn't take her away. Vicente Meno, I mean, you know they move her, they borrowed her, ma'ayao. President, no, she applied to another position. Vicente Meno, oh I'm sorry, let me take it back, she applied to another position you have the right to do that. President, she discovered that she loves DCA so much, she wanted to come back. Vicente Meno, Oh, than we thank you again. Marilyn, when I came on we had a disconnection notice for the Power and Water, I tried my best to get an extension, but they didn't allow us because already the payment agreement was broken, so I was able to retract back the paper work that was submitted because it was the wrong form, I was able to redo the form and submitted it back in, payments are good until January. President, they been trying to help, they detail us another AO, temporary AO, was trying to help between time to time she did some work for us, so, we got Marilyn back efforts here and there, trying to get us back on track, we're going really, really well now with your patience will get the accounts back up, we're going to hire an accountant, to help Marilyn on the side, our 2019 audit is gonna happen right away, so we're gonna need that sooner than later. Vicente Meno, Madam Chair, when are we actually gonna have an accountant? President, we're putting out a bit. Vicente Meno, Department of Administration? President, no this is contractual, *más chadik sempre*, Marilyn in the process of formulating the RFP, cross fingers maybe mid-April. Mary Gibson, the latest. President, yeah. Vicente Meno, is that the preview of the law? Mary Gibson, that will manage the NA funds for the museum, so as we have the accountant for the NAF for the CHamoru Village will have a brother or sister for the Guam Museum, those records will be much more timely and more thurl because somebody will be detail to manage that. Marilyn, I apologies, I don't have the report in front of me I have a problem with AS400, printing out the Appropriated account reports, Appropriated account is money given to us by the legislature (Tourist Attraction Fund and Guam Museum Fund). I just looked up the balance for the Guam Museum, we are short \$690,500.00, to cover all the way, in the event we push this up into September end of fiscal year that how much we're short. Right now what we have can only cover January, February and half of March on the Appropriation account. Catherine Flores, will you share with us why that is, they haven't release, we exceeded expenses thru the first quarter. Marilyn, not that much expenditure on the Guam Museum fund with the exception of the salaries of the staffs and the contract. I can't fine my budget, I don't have the budget with me, but when I looked at the account that is established one account is showing only \$120 thousand dollars from the Tourist attraction fund. We have to tap from Tourist attraction fund, because, Guam Museum Fund is insufficient. Guam Museum Fund has \$179 thousand, added those two up and can only cover up to half of March to cover the contract. Catherine Flores, and that will cover just salaries? Marilyn, no, salary we're good, for personnel we're good up until the end of the fiscal year. President Arceo, following the direction of the transition guidance, one of the guiding factors was to begin hiring Museum staffs for public management. Hiring the 4 staffs that will be on board, plus the contracts



to do the management for example for the Security for Maintenance. Just everything that the current contractor is doing right now, that was the guidance that was given via the transition team, when we met to talk in the very beginning that was the direction I was given. Half way thru after I have already submitted the budget, then the realization came, because of the hiring has come to be because of the time frame of the hiring, how long it takes for the procurement to hire people that one we may not be ready to take over by the time we hire them, right now we're half way thru more than half way thru the year we're still, the GG1's, without an AO even slow it down, all of it is monies for the 2020 budgets put into place with the idea of going into public management, hiring the 4 and the contractual. Catherine Flores, and the contractual. President, and the contractual. Catherine Flores, and the contractual, if you hire, just so that I understand, so if you went with the transition committee report, you we're gonna hire 4 people to run the museum? President, no, 4 people on the museum side plus contracts for security contracts for just maintenance contracts for everything else that's gonna cover running the museum side under public management side, let me take that back, it wasn't just from the report am saying I was guided, but also we had a transition meeting with all the cabinet members and the team and that I was the guidance given, than half way thru after we already submitted the budget with that direction, the realization came that we might not be able to move into accommodating that because how slow the hiring process happens and then with the bids going out it takes forever to get the bids going to get the RFP, even just the process and the time frame that realization would not be able to carry it. Catherine Flores, so we're now one year later, right after this new administration is in, so what do you for see, when do you see that transpire? Maria Vilante, not any time soon. President, sorry Cat, when I was gonna submit 2020 budget, our Chair Linda Reyes, was aware that we we're gonna submit additional 4 and that communication was gonna be made with the front office and Administration to see how we gonna proceed. Catherine Flores, just to understand, I'm new, I'm not new anymore, I'm months old, no time soon for seeing this happening. President, the GG1 are already set, we're hiring the 4 positions. Catherine Flores, okay, based on what our AO has told us that we are short, how do you proceed paying the contractor? Vicente Meno, that's my very question. President, this is why I bring to the board, we've been working with BBMR on this they are fully aware, the Board Chair has been aware, we have an immediate meeting with the front office. Catherine Flores, okay, because all of us have fiduciary responsibility and that's a big liability that I haven't been a parting to, that's a fair question, I'm coming in on the blind she get a report and it doesn't look very good, want to be a part of the right side. President, in the beginning when we first submitted we've been hoping that things will be resolved, but now pushes comes to shove and it wasn't resolve, we have to put it out get thru it. Dina Hernandez, so you received all your Appropriation for 2020? President, hum. Catherine Flores, which ends September right, October. Marilyn, FY21 Guam Museum fund Appropriation fund was reduce by \$70 thousand. Mary Gibson, so more of the short fall. Catherine Flores, is t that from the legislative? President, our budget hearing. Marilyn, it was just \$70,000.00 short on that fund, for 2021 that starts in October. Dina Hernandez, so how are you gonna continue if your short? President, you'll let us know. Mary Gibson, after the meeting, I'll report to the President, then message, WhatsApp, email. President, I just want to acknowledge BBMR, they've been so supportive with us thru out, I wouldn't have known the number, if it wasn't for Joaquin Guerrero, and he's a phone call away, helping me prepare the budget. Vicente Meno, I just hope BBMR really up to par in your part, with the condition we have the other department are bleeding. Mary Gibson, Tun Ben, everybody are in the same boat. Vicente Meno, I

hope and pray that ur on top of this, we need that help. President, yeah they are, they are they're helping us as much. Vicente Meno, I'm sure she can help tremendously.

## V. President Report

President Arceo, just really quick, as Shelly explain earlier, *e lekna na para ta tutun simulebra e sakkan, ahi ti mes ha, para silebration CHamoru, pues kamekalek-na enao, hunggan mâtso e mäs bibu silebration lao, debi ta na fan huyun todü gi otro mes sa, finan esti guinen lokue, u kontosi e Maga'haga ni po fitma e proklamasion, kotentun gue, na esta matu e tempo ta na lâla e finota, e kuttura, esta atrosaosao, pues guinen enao debi ta chogue kada diha, kada diha, ahi na para un ratu*. So this is a revitalization period, the Governor realizes. Vicente Meno, *ti para un mes ha'*. President, *hunggan*, that it can't be to celebrate ourselves just for short time and then put away the weaving, fruits and the display on March 31st, you know, it's gotta be every day and also, she supporting the *Fuetsan CHamoru*, *Fuetsan CHamoru* Group is our liaison from every department, there's two representative an alternate, we meet every month to discuss how their department is doing as far as Language, signage, salutation even the vehicle, especially new vehicle, like the police and fire. Also, Rev & Tax, the new run of the license plate on the next Fiscal year their going to change out *TANO Y CHamoru* and correct all of that. Catherine Flores, *TANO I CHamoru*. President, *TANO Y CHamoru*. Each representative is a strong CHamoru advocate, they choose who would push CHamoru in their department, not just anybody you want to send away, give us somebody to advocate and the cabinet members are active in sending their liaison to support, the thing is it comes back to us and where short on staff when they need translations, it's pouring in especially now, can you translate this by pamphlet, Public Health translate this pamphlet on coronavirus. Dina Hernandez, how much you're charging for. President, there's a double whami here because *Kumasion* has the same duties and because, where kinda of clasping cause of the reorganization, I give them everything. Catherine Flores, there's nine of them. President, *ti nahong tempo*, I don't have the time I ask for their assistant so I almost give the translation to them, I just do the single words, and if somebody see it in a public view, I don't have to take it alone, because sometimes it's hard to use.. Catherine Flores, different experts. President, so, that what's going on are two biggest events, are gonna be *Dinanña Fuetsan CHamoru* gonna be held on March 28, at the hut, mark up of FESTPAC, but only CHamoru, not different items more CHamoru. Leonard Iriarte, on the 28th. President, on the 28th that's on a Saturday so each Departments to access if they have weavers, talaya throwers in there department, even culinary artist, Nana biha's in there department that can cook, and there gonna bring it that day, each department will be represented by each hut. Other big event that's gonna happen in the year is the *Inacha'egan Fino Kotturan CHamoru*, means to compete with each other, mark up of academic challenge bowl, in house competition to start in April, there's a team that is developing a study guide on language, history and culture. Catherine Flores, team verses. President, every department will choose who represent to compete, they need to study that guide, then winners will challenge other department and PBS will televise. Leonard Iriarte, what time, I didn't catch the time for the March 28th. President, March 28th it's on a Saturday, it's from 10-3. Those are the two big event for us and every department will have their own celebration.

FestPac postpone due to coronavirus, indefinitely. Catherine Flores, indefinitely. President, the committee will meet this Friday and we're ask to hold off giving any more information to the delegates until the committee meets this Friday and then they will come back to us and let us know whether they are pushing off for a year or what they are gonna do. As, head of delegation I have to concur with the Governor and Lt. Governor what they want to do locally, we haven't started any fundraising, our first fundraising was supposed to be on this Friday, at the wave and coin drive and we haven't will get direction from the Governor and Lt. Governor where to go whether to do something local do our own FestPac. Catherine Flores, or use them for *Sakkan CHamoru*. President said their already pack. Vicente Meno, *ma kansela e FestPac pot e malumot*. President, *para ma, ti ma kansela, para uma kana'*. Vicente Meno, *pot e malumot ma kana'*. President, *håfa malumot?* Vicente Meno, *malumot-virus*. President, *malumot corona?*

2020-2021 we prepared GG1 for the Maintenance Supervisor at the CHamoru Village, CHamoru Village is still under DCA right now the Village and Museum. Still have the General Manager and AA position over there which we have to resubmit and re announce.

Museum side, GG1 all out for all 4 position 1 Curator, 2 Museum assistant and a PC4. All together in our department in DCA those are the position we have to recruit. Vicente Meno, are those position included on the FY21 budget? President, hunggan (yes). Catherine Flores, 1 Curator, 2 museum assistant and 1 Program coordinator 4 and this GG1 are being prepared for because we have still the contract. President, yes. Catherine Flores, right. President, yes. President, that's going to take a while again, the process going to DOA, BBMR clearing. Catherine Flores, you have money, President, yes. Catherine Flores, when these 4 come on board than they will work under the contractor? President, NO, under DCA. Catherine Flores, under DCA. President, Leona is the museum administrator, they'll be supervised by Leona as the museum administrator. Catherine Flores, so where does the contractor come in? How do they work together? President, this is under the Transition, because the contract eventually is going to end no matter what it's going to end, this is in preparation in going into public management. Earlier when I said the contract, I meant that security, cleaning we have to do individual contracts, not one whole contract. Vicente Meno, wait because we have problem on one position there, curator, do we base our self here on the island or off island, I don't know whether we have that kind of person on the island. President, we don't know, we're still putting it out, because that position, that is official for this Fiscal year. Vicente Meno, have you look at the scope, how much to pay this individual, here on island or off island. President, DOA, that position was created within DOA. Vicente Meno, yeah, we should have a voice, a voice that we desperately need that individual. President, yeah, so we might have to make some calls and do some off island recruitment, because we don't have the capability or scope of work. Vicente Meno, do we have that position before or we never did? President, the position was always there but it was never filled, it was never funded and never filled, beginning of the former administration all of the museum specific position that are needed here by skilled, the process of the creation of those position which doesn't exist. Vicente Meno, so all the quality of that individual is right in paper. President, yes. Catherine Flores, okay. Vicente Meno, okay. President, for the process of all the other positions needed for the museum, the process is being done by DOA but it stop there after the previous administration so where gonna have to pick up

from there to make it official, to really have that capacity for a museum skill workers per museum. Right now the 4 position that we're hiring, PC4 come close to being able to do the marketing, coordinating of events, whatever that's the closes we can go to if eventually we move to public management the 2 museum aides, is gonna add on the current museum aides we have 2. Catherine Flores, and why is there no museum director here? President, Leona. Catherine Flores, oh! Leona is the museum director, okay. President, not a director, she an administrator, that's the official position name. Catherine Flores, okay, and that equivalent to a director? President, yes. Catherine Flores, okay. Mary Gibson, but the curator you know we have some discussion with the CRT Board, we have a building that being build up at UOG, one of the suggestions is to share that resource, so the curator we have to inventory and manage the remains that would be house and stored there, shared resource to come down here too, that's one of the options and to share cost. Leonard Iriarte, the same individual will cover, yeah. Mary Gibson, I don't know if there's too much work for both sides, but half there, half here, you know share resource, and that building, actually is DCA's building it's not the University. President, it is DCA/Museum, its crazy right. Leonard Iriarte, it's an extension of the museum. President, it's a lot of responsibility. Mary Gibson, so the curator has to have that back ground, inventory, historic compellation, cataloging similarly down here.

#### **VI. Old Business**

President, I just wanted to update everybody that we do have a committee that I've asked, set up of vendors and where talking about, first the Wednesday night market is just SOP, standard operating procedures, that's not really rules and regulation that's by law, so there's a committee that comes together, we meet like once every 3 months just to access how Wednesday night is going, what do they think, one vendor could go and have 10 booths, 10 stalls, and that's ridiculous, nobody else have the opportunity to come and be a part of that, so we lower it to 2, they meet last week and now back up to 3. Catherine Flores, so their doing 30x30. President, their doing, no, they cannot have anything bigger than a 10x20, but they can have 3 different areas, if you have BBQ you can have 3 BBQ in different areas, up to 3. Catherine Flores, but what are you charging them for those 3. President, oh yes, and already it's been thrown out and that's just the operational thing, not the whole CHamoru Village regulations rules and regs. I let them know to consider raising the fee, because right now its \$35 dollars for retail vendors. Catherine Flores, absolutely a day. President, Wednesday night, that's why they come back they fight, they make thousand every night, the biggest event is at \$100 for the food and for the confectionary is \$50. Catherine Flores, raise it up, you guys are (we're) in a deficit right now. President, but they are saying that they haven't have much business maybe because of the coronavirus, not a lot of tourist so there not making it. Catherine Flores, but they were making it before. President, yeah. Leonard Iriarte, indeed. Catherine Flores, right. President, and so they are asking to hold off in raising the rent until after we get thru this coronavirus, and off course and all the vendors against me and Jen sitting and we're like no please, please, please I said, okay. Catherine Flores, I'll go there next Wednesday and see because, it's just not all the tourist that goes there the locals go there. President, that's exactly what I tell them, we gotta service our locals and community before we service tourist, we got to exist for our local community first, they were asking for the BBQ to move to the back to the parking lot where it use to be, and I said no, you

guys don't know how to keep it clean, and its *kakalas* and you need to service the local community, you can't just, take up the whole parking, the local community needs that parking. Catherine Flores, I'm sorry, \$35 dollars is very cheap. President, that for retail, food is \$100, cheap. Catherine Flores, even at that, I'm sorry those BBQ people must sell over 500 @ \$2 dollars, that's a thousand and our chicken isn't that much. Vicente Meno, I am concern about, I've been there almost every other day a lot of them, space are close, what are we doing with that? President, that's another thing, now that's a different, because, Wednesday night market vendors are different from the regular merchants right, the everyday merchants, Jen and I are trying to discuss, with the rules it's just so hard to, we kicked out some people already we close down some people cause their not consistence about opening and their fighting with us, saying how come you guys are not marketing for us, what are we gonna market, I cannot market if you guys are not there to open, I can't say hey, come to the CHamoru Village and half the time they come you're not open, they say where not opening cause nobody comes, Kmart opens 24hours its doesn't say will open when the customer comes, you have to open all the time for the customer to come, if I was the customer and I come and half the time you're close, every time I come guess what I'm not gonna show up no more cause I'm gonna say they're always close, two shots and your close, I'm not gonna come anymore, so there a lot of old ways that have to be broken and attitudes, it's just entitlement cause they been there for so long a lot of entitlement. Catherine Flores, we should go back to being an incubator, should go back the way it was. Dina Hernandez, isn't it and incubator? President, supposed to be 10years they are already like 20, over 20 years there. Catherine Flores, look at Jamaican Grill, 25 years. President, and one of the rules in the incubator is that they cannot have businesses outside. Catherine Flores, and they have, Jamaican Grill has 2, 3. Vicente Meno, we have violated the law already on all those things. President, yeah, but I think what's gonna have to happen and that's why I put that in there is, just so you know there needs a move to revisit the rules and regulations. Catherine Flores, give it to Huynh, take advantage of the legal down there. President, and that's the reason that I haven't been pushing too much cause we are in the middle of the re-organization for DCA, the task force is already submitted their recommendations will see what the Governor wants to do with that. We don't want to move then have to move again, we have to be patience and wait for the Governor to give us direction on the re-organization and that way we are not moving too many times, yeah, okay, so that's that, oh and I already touch on *Mes CHamoru, dispensa*. Mary Gibson, any question? Vicente Meno, I don't have a question madam chair, but, you didn't mention what going to happen to the time frame of the contract. Mary Gibson, New Business, moving alone. Vicente Meno, okay. President, are you talking about Museum. Vicente Meno, yes. President, or are you talking about CHamoru Village. Vicente Meno, I'm talking about Galaide. President, before I forget the contracts, we're talking about contracts for CHamoru Village, we just got in FYI, we just got a new maintenance over at the village, we have to rebid cause the bid ended, contract ended so we rebid it out, it's a new maintenance people doing the village now and then we still have our G4S security still the same, management waste, *basula, e basula* we have the same contractor for now, none of that had change except for the maintenance contract. Catherine Flores, and who is that? President, Topasna. Catherine Flores, okay, it's a locally own business. President, hunggan and I was very careful to ensure that, that is truly the lowest bid, because they always FOIA the village on that, you know when other people come to bid for maintenance they FOIA us they FOIA the document to show the lowest bid. Mary Gibson, as long as they're not the one cleaning the pool, swimming pool. President, speaking of contracts, okay, esta, new business.

## **VII. New Business**

Leona Young, gonna start with laying the information from the findings of the Audit and DCA should have distributed a copy of the Audit too, DCA, should have given you a copy of the audit to go over the findings, what I'm gonna do is skip thru the President Office, CHamoru Village and so straight to the Museum Audit then I guess the next meeting will be the other areas of DCA. On behalf of DCA we just kindly request the Board of Trustees to review and acknowledge the recent audit findings, recommended corrective action plan below in order to come into compliance with the OPA and off course following the mandates of the second renewal agreement, scope of work, performance goals, we look thru the management in governing board to support the internal development of the Museum, So, if you are in favor of the processes and procedures that we're gonna request, some of the items we have already started and I think the last Board meeting, the Board did have done a few of those that are listed here. The first section is just, again related to the museum, if you look thru the audit booklet, the compliance and internal control booklet finding #2018-03 page 5 they are a few findings and none of the, maybe Marilyn can assist in explaining the first finding was in regards to understated revenues and receivable related to the operation, in this case it's called the project. So, the amount represents gross revenues of \$60,000.00 and an allowance for doubtful accounts of \$46,690.00 dollars. Marilyn can explain what that means, one of the other issue was DCA NAF, when we say DCA NAF what we mean is the Non Appropriated money, which are admission money and event money and any other sales at the front desk. Catherine Flores, event money is what rental? Leona, facility rental, so DCA NAF was unable to timely obtain records from, so this is from the audit, directly from the audit, from the contractor to record revenue to closeout September 30, 2018. So, they was a delay in getting the records from the contractor, so the Auditor did site DCA, we were late in getting our audit done, because we were late turning in the records specific to the museum. The recommendation continues to be DCA should consider implementing additional process and procedures to ensure that records are obtain timely to support the amounts to be recorded on its financial statement. I already reached out to Dominica and Galaide Group unregards to trying to get register receipts and deposit recorded on a daily basis. The first action item was to modify cash handling and deposit responsibilities of the museum and to allow DCA staff and museum staff to serve as double custodian and to be a part of the admission verification process each day. So, counting the change fund, cash out, making deposit daily, so, Galaide Group will make that deposit base on the request on the previous administration, I think Johnny had ask them to do it, so, trying to become compliant DCA Guam Museum will now do the deposit. Catherine Flores, on a daily basis. Leona, on a daily basis. So, one of the thing we needed a night deposit box, which we already have because all the things we do at CHamoru Village that wasn't a problem. So, that the first action item and then there's some action items to help with the cash management, so, the other one was to get a credit card machine. I know Galaide Group had ask that during the previous administration again, and was not done. Marilyn is back so she's able to submit the application to get the machine hopefully install soon. Action item 1C we ask the Board of Trustee to implement moratorium on museum facility rental waiver, you guys did that the last Board meeting at the time it was mainly because we didn't have our AO in place, but also because of what we were getting from the Audit. The OPA was already telling us that we needed more restriction and regulation on NAF, so, we knew it was coming down the pipe so when we got the actual audit, that's when we felt its save to ask can we hold off on all the waiver request. The other item was to hire bookkeeping services, you did approved that the last board meeting and Marilyn has a copy of the scope

of work and you're ready to go to bid. So, the other item that we discuss, the previous board meeting was adopting the standard operating procedures, so we do have a draft ready, I don't know how, it might take a little bit more time to review, did you want to email it to them. Marilyn Reyes, it's not ready. Leona, okay, so, we just need to add a few more things, then email it to you, than hopefully the next board meeting, review. Mary Gibson, can we vote on that right now. Leona, I don't know if you could do electronic voting. Dina Hernandez, you can. Mary Gibson, did you guys find a solution? On the previous board did you guys agree to? Vicente Meno, we did. Mary Gibson, call in votes and electronic votes. Dina Hernandez, well, our board does electronic votes. Mary Gibson, you guys do, the Port does. Dina Hernandez, as long as the board can do it and then you just rectify it on the next meeting. Mary Gibson, okay. Leona, okay, so. Mary Gibson, don't wait on that Leona. Leona, so, the SOP, we just need to include more museum related operating procedures and policies so I think this is where we can add a lot of things where struggling with as far as daily operation, what kind of events we can approve and post here and have here at the museum, so there's a range of things in term I think needs to go into the SOP. The next item was eventually work towards centralizing the cash intake, right now the Foundation receives membership monies because it was an agreement that was established prior to the museum even being open and before the construction was done, so, I think we can centralize that at the admissions desk. Another item was, there are I guess different accounts for the credit card, any fees that was used or paid for with the credit card goes into one account, event rental goes into one account, then we have admission going into another account, so, we can just centralize that to. Catherine Flores, it's one account because it's the museum account. Leona, right, so, it's important to explain that and make it an action item so that when we centralize the intake we also, need to look beyond that and make sure that the POS system is in line with accounting software because where a little fermented right now, we've been open just a couple of years working out all these things, I think we can merge and work with Galaide Group and making sure there's one intake, hopefully we get the credit card soon and make that all in one place. Catherine Flores, that include sales, events which is the rental. Leona, admission, memberships, donations. Also, when we have events, Galaide Group handles the communication with the events and they also create a contract then it outlines the fees and things like that, then an invoice is generated, so what we want to do is make sure that when we centralize the system that the invoices can be generated or terminated as well out of this one system instead of having two control numbers, that came up on discussing cash management how we, if we start to put a control numbers on the contracts then we have to turn around and enter it into, we just want to make sure it's consistent control numbers not two different control system. So, this item 01-F this all falls under cash management, okay, and I think that will make the OPA happy, if we could get those in. Mary Gibson, we have 60 days, what we need to do right now. Leona, what we need to do is put a request for information up because we don't know how much it will cost to merge the POS system with accounting, accounting software is combined with DCA, President Office and CHamoru Village, so, the three accounts are on one quick book and the POS system down stairs is run separately and apart. So, again the intake connecting the two they should be. Catherine Flores, the point of sales, right. Leona, right, the point of sales was install by the Galaide Group, the system is in order to receive admission and rental, you received rental there as well. Perpetua San Agustin, the POS down stairs is specifically museum generated POS so it logs in museum statement like that, and so it handles the gift shop, retail, admissions and events. Leona, we need to make sure that the control numbers in the contract and invoices match and there a steady stream and not different control systems. Catherine Flores, okay, so, Perpetua just

mention gift shop, how is that fit in to us? Leona, I have not looked into the gift shop yet, right now we just trying to come into compliance with the admission and event. Catherine Flores, off- course. Leona, and then the next phrase will sit and talk about the gift shop and café, because it's a lot to look at and review, our plan is to eventually look at the gift shop and café. Catherine Flores, if those are all going into the POS, right, and all of that is being deposited in to one account, right and your, intend is to merge all of them together to include, am I following this right. Leona, well I haven't yet address Café and the store, because that's a separate. President, that's the intent. Leona, that a separate agreement I guess. Vicente Meno, so it's not control by Galaide? Leona, its control by Galaide. Vicente Meno, the Gift shop. Leona, yes. Vicente Meno, so why would it be different. Leona, because I want to concentrate on admission first and settling. Vicente Meno, okay. Leona, then eventually bring it in, because if we can't fix the first point of contact, the main entrance, what's the use of merging everything if we can't. Catherine Flores, Yeah, I understand. Leona, main point of entrance. Catherine Flores, make that work first. Leona, yeah. Make it work first, have the system connect and one credit card machine, because, of what Galaide have to do is cut a check for all the credit card transaction they cut a check for events, then turn over admission to us, we just started doing that a week ago. So, it's about a lot of different steps, so if we bring it all under. Catherine Flores, so, going back to what you said about SOP, is DCA employees will on a daily basis be participants of the cash count at the end of the day and they will take custody of that money and make the deposit, night deposit or early the next morning, what happens to the POS. Leona, so, they close out the POS, the Galaide Group staff will close out the register and hand over, to make sure everything balance and hand over the register receipts and so that gets reconcile against the cash then we turn it over to Marilyn, then Marilyn, would do her auditing upstairs and then when we get the accountant who does the NAF then they will be able to relief her of all of that daily stuffs. So, she could focus on the bigger things also the other division. So, with the out sourcing the book keeping services gonna be a big relief for all of us. President, to be very clear, what we're bringing to day, is move to buy the audit findings 2018 audit findings which were just finish and the report is what we have right before you is what we need to acted on, because OPA is expecting us to answer with the corrective action plan, with made the statements here and we have to follow what they say what were gonna go I and what their giving us 90 days, 60days that's the time the audit report was issued. Catherine Flores, when did you received this, from the time you received this, I know it's a couple of weeks ago, because we had a working meeting, end of January. Marilyn Reyes, can I say something on this one, on the first finding because it's dealing with 2018, the first finding the cause of the untimely recorded of the revenues FY18, in the beginning Galaide was giving it daily every day, at the time prior to Saina Annmarie, it was Johnny Sablan, he requested the contractor to give us the report on a monthly basis, so that was the cause of it. Leona, so moving forward, gonna go back to the daily turnover and daily reconciliation of deposit, so we're going back to the original plan. So, corrective action #2 is DCA can prepare an official request to the operator for the 2019 audit, when I came in, when I transfer in to the museum Government side in July, the audit was starting already, so, I have to request for the Galaide Group audit and so I don't know when does he normally start, March, April. Marilyn Reyes, their audit is calendar year not fiscal year. Leona, Calendar okay, so, to make sure that we satisfy the OPA again we may wanna go on record and request it so, there's no confusion we give them as much notice as possible. Below this corrective action item #2, I just put references and providing the audit, first the OPA stated in compliance internal control audit that DCA should consider implementing process and procedures to ensure that records are obtain timely and then,



the second renewal agreement article 6, under retention access inspection of records section 8 page 6 allows us to request that so the operator knows that it is due, the scope of work, the first contract year and the second contract year it was part of the scope of work, but, the contract year 3 and contract year 4 is not part of the scope of work, but, part of the performance goals. So, that means that scope of work verses performances goals, scope of work is in compassing the monthly amount of \$110 thousand, performance goals are task that they will do with a cost. Just moving forward FY2019 we can request that if DCA can put on a letter head and send it. Corrective action item #3 DCA, Board of Trustees to review operator invoice for Air Conditioning chiller repair, we did get some guidance, some legal advice from the AG office, didn't feel like we were responsible for paying for the chiller which came out to about \$12 thousand dollars, so they sent me an email legal advice not legal opinion but, some guidance to us in handling the invoice, so I did forward that to the operators and did get a letter of dispute back from the Galaide Group, so the next step would be to bring it to DCA President, DCA President will bring it to the board, it's part of the enclosure in the packet here, so, moving on. Catherine Flores, what we're reviewing is part of the audit, this \$12 thousand dollars in question is in this audit? Leona, no, it's not part of the audit its part of the corrective action plan, and the reason why I put this in is because it's a letter dispute and it will probably come up on the 2019 audit, it's been pending for several months. Vicente Meno, we have not resolve that issue. Leona, no, nothing have been resolve. Catherine Flores, so the chiller was fix. Leona, the chiller was fix. Catherine Flores, so, once again we have another liability. Leona, correct, so, I guess Annamarie, needs to go to the process and bring it up to the board the attachments and things like that, which I put here. Vicente Meno, what would you like the board to do? Cause there's a warranty and certification here. President, let me, I know it's comprehensive, so, the corrective action plan is responding to the audit findings and in that all of these and that's why she label them, Leona, did a very good job, corrective action plan 1, 2, 3, all of these things go by number, each of these are items that need to be corrected or need to be authorized and so we already got for example the corrective action plan and #3 is part of the chiller and we already got an answer back from the AG and her opinion, and the opinion is what you see on the second renewal agreement, and she noted, Leona took everything and just text it into this event, so, if you're looking for any documents here, she did a great job. Catherine Flores, thank you Leona. Leona, you're welcome. President, so on the second renewal agreement article 3 which is the contract, okay, the contract is pulled out this is what the AG opinion is as far as the chiller is and so, it's up to the board chair now says this is unresolved and we still have the dispute, so, are going to pay it or not this is where the board has to resolved whether where going to pay it or not base on, what we're telling you is the finding and the ruling of the AG. Vicente Meno, I am very concern about this are we accountable and responsible for paying them this amount of money or Galaide? That's the question for the Board. President, so on the second renewal agreement, this one here, so, we didn't know either that's why we got legal advice. Catherine Flores, the AG basing the (Her) opinion. President, this verbiage here on page 2 on C, it says second opinion article 3, compensation section G page 5, second sentence, such expense may include but not limited to labor, materials, supplies, printing, subcontractor cost equipment and other expense necessary for the proper management operations facility maintenance function for the project, we took this exactly from the AG opinion and she took this from the contract, so now we need a motion from the board so we can give and answer back to Mr. Guzman who sent us a letter of dispute to resolve that, based on the AG's opinion, where not liable for that payment. Catherine Flores, not liable. President, or for the Board, choses to go ahead and pay, were bringing that to the board now to make

that decision. Catherine Flores, so, am gonna ask again, there's a bill that's in dispute and the AG has given their Opinion. Leona, advice. Catherine Flores, advice that we are not liable, hypertectidly even if the board decided to vote, we don't have no money to pay this \$12 thousand, is that correct? Leona, we're not sure because we haven't had an AO. Marilyn Reyes, not on the Appropriation account. President, there's no money on the Appropriation account. Vicente Meno, I am gonna site the AG. Leona, it's going to come from the NAF. Vicente Meno, I am gonna site the AG opinion, because, not that we don't have the money, but, the AG is voted by the people of Guam to save guard also the property as the board of trustee myself, I don't know about the other board.. I would oppose paying Galaide this amount of money. President, so, on the end of the day all these corrective actions, where asking the Board to approved, that's what where asking, so, as Leona goes thru it, she still has a few more that she going to go thru, so, maybe we just listen until she's finish. Vicente Meno, it's gonna be very difficult, President to remember all these things she's going thru, but, any way will try. President, okay. Leona, okay, so, corrective action #4 DCA together with KOSA board of adviser will need to review and discuss and determine the next phase of work of curation and collection management and education plan. The reason why this is here is because we do have an outstanding due to SEARCH LLC and Galaide for the collection assistance fees, so, we received a number of invoices and the total is now \$82 thousand in bills, collection assistant and the SEARCH services. In reviewing the scope of work, the performance goals and I think, now that Marilyn is back she going to be able to release the majority of the \$82 thousand, and there might be one item on there that cannot be release because its prior year, if she can explain that. So, in contract year full under which is the second renewal under performance goal, the contract does say that Galaide will provide collection management professional consultation services, SEARCH, so, again this is a performance goal and its tie into an amount and fees, so, DCA does need to pay for it, it wasn't release prior because we didn't have Marilyn here and when we sent it to get sign, the signers held back because we didn't have supporting documents. They couldn't identify where in the contract that we can release it so, now that Marilyn is back, I've done the review on the performance scope and scope of work, DCA has to release the \$82 thousand. Marilyn Reyes, release what's appropriate. FY18 we cannot because that's prior year obligation, if FY19 services where done the check would have been cut on or before December 31<sup>st</sup> for FY19 services. President, or we can still do that, we can still pay FY19 services right now on the \$82 thousand some part in the invoice FY18. Leona, on the \$82 thousand we did not include the 2017 and 2018 billings. Marilyn Reyes, there's a 2018 so I have to void the check, 2018 liberation. Leona, okay so that brings it down. President Mar's gonna work on that. Leona, Marilyn's gonna work in that, so, again that's needs to be release and Marilyn gonna have to work on that. Okay, that's pending it's been on the books for a while, we have a check sitting for a while, now we have all the information we need we can settle this item, so when we have the next audit we can say this was review and confirmed and payment was release. Okay, now the last corrective action item for now is the AAL interim fees, so DCA board of trustees in 2016, September 2016 approved the interim rental rates, so I provide a history of AAL interim fees. In 2016 they approve the interim rate, again in 2016 a bill was pass into law to accept the interim rates then later that month, well the bill was introduce and then it was pass into law. March 2018 the Board of Trustee approved the rates for the Museum, not the interim rates, so they went from interim rates to regular rates that have now which is, which range from 22, I have the interim rates attached. Catherine Flores, I think you gave us. Vicente Meno, I was there as a Board, Board of Trustee, it was approved as an interim, not a final. Leona, okay, yes. Vicente Meno, Okay, it was never final we never ever

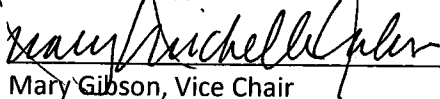
agree that this is the price for, to charge, it was only interim. Leona, Okay, so just following the time line some of these items that I was able to find in the meeting minutes, so in 2019 the proposed museum facility rental fees, membership and admission rates for AAA process was approved so the breakdown of fees, they were able to take to the AG office from there. April 4, 2018, they approved the meeting minutes and approved the proposed rules rates that came from the economic impact statement, so the economic impact statement has the breakdown of all the rates. April 2019, Marilyn and Annamarie where, requested an update on the AAL and Jessica Toft, did respond so on page 5, there's two paragraphs for her recommendations and ways to move forward. May 2019, October 2019, all the way up to November 2019, is where we left off on the fees AAL, so, we need to go back and close this up and it may take the President to write a letter to the AG, asking the next steps. Attached the enclosures that supports this timeline, again the economic impact study and there's a letter from Galaide Group that was delivered to us on October 8, another letter on November 7, there concern about using the interim rates, using the regular rates and going back to the interim rate. So, the letters are attached for your review, I think Annemarie, has enough here to go back and reconnect with the AG. President, is that okay. Leona, so, the last page here just a reminder of what you have enclosed is the audit findings, just the museum page 5, the letter of dispute from Galaide regarding the Air conditioning, legal advice and guidance from the Assistant AG, the invoice for the AC chiller repair, the invoices for SEARCH and collection assistant, billings, AAL, Economic impact study and then Cliff's letter regarding also, the AAL. So, if you have a question about what those fees are supposed to be for admission, what the fees are for membership, what the fees are for facility rental, it's all stated here in the impact. Catherine Flores, the last page, right? Leona, this is the interim fees but within, so, the Board of Trustees did approved the economic impact study which has the new fees. The \$20 dollars for adult, \$15 dollars for manâmkô, and \$10 dollars for, so, they approve this package to go to the AG's office, so, these were the rates that they were using last year. Mary Gibson, were charging now? Leona, now it's \$3 dollars per person, so, this is embedded thru the Board of Trustee and it's already gone to the AG and the AG did reply and say, did tell us that there is no timeline or deadline, because, they were concern, Marilyn and Annemarie were concern that nothing has happening after at this time, do they need to go back and have a public hearing and the AG's office said no. It's on the time line page 5, so it say you don't need to go to the public hearing process again. Leonard Iriarte, page 5, oh, here got it. Leona, second paragraph, so if you look at page 5, Jessica Toft the assistant AG, explain that DCA does not have need to go back and have another public hearing. Catherine Flores, for raising. Leona, not for raising, so, it's already package in there so, you have it, so, there's no need to go back to the legislature or go back to the board, but, and the Board of Trustees approved it so, it's just a matter of. Annamarie, no, not the legislature. Leona, they approve the interim fees. Marilyn Reyes, the Triple A, hasn't gone to the legislature yet, because were still under the advisement of Jessica Toft. She's giving us the advice on how to prepare the AAA documents and once we finish packaging it then we sent it officially to AG office. After that it goes to the legislature. Leona, so, there's another steps. Vicente Meno, so what now? Leona, that's all I have. Catherine Flores, that's a lot, a lot to consume. Dina Hernandez, that's a lot, so, these recommendation that you're asking us will go into a letter, right? Leona, actually, I already start the, modifying the cash handling and deposit responsibilities base on the audit and the Board of Trustee have already acted on some of these items, and I think the area were we really need your help is with the AAL making sure that we release payable and things like that timely and also DCA would request the FY2019 audit. So, if you were to adopt the corrective action plan we could continue to

work on. Mary Gibson, is that how you want to proceed, to adopt the corrective action plan. Leona, yes, so, that we could continue to work towards compliance. But, there's some items here that needs a separate motion. Dina Hernandez, which one did you want us to address? Vicente Meno, what's the most urgent. Catherine Flores, what we're going thru now, all these correction actions, then you keep sending them to the OPA, then, this is worst we're its going, educate me. President, 2019 when they did the 2019 audit 2020 every year we have to have an audit, there needs to show some. Catherine Flores, so, whatever we adopt as our plan we are gonna implement so, to show up for 2019. Leona, and it will rectify, fix and incompliance, where not doing it after the audit. Vicente Meno, my question to you, what is the most urgent thing that you want the Board to act on, Madam Chair. Leona, corrective action #1, which would allow us to finish the SOP, get the bookkeeping service, look into centralizing the cash intake, corrective action item 2 which is to formerly request the 2019 audit and then, so, getting a book keeping service in will also help us get caught up because our records will be audited as well. Catherine Flores, didn't you not say you have someone doing CHamoru Village and if we come to talk about that is the same person we're going to use here. President, RFP went out specifically for the CHamoru Village NAF, we need to have one for the Museum now. Vicente Meno, I have one suggestion Madam Chair, is it call work session or a special session to tackle all this difficulties. Catherine Flores, I agree. Vicente Meno, unless you want to take over. Marilyn Reyes, I just want to say the corrective action plan she worked on to do the daily, for DCA for us to take over the deposit, that's not gonna reflect the FY2020. Catherine Flores, but you're gonna do it. Marilyn Reyes, correct, but it's not gonna be FY2019 audit. Leona, so 2019 is gone. Marilyn Reyes, done already. Catherin Flores, so that a matter of urgency, right. Vicente Meno, for so long as where not in trouble. Marilyn Reyes, we're already on the second of quarter FY2020. Dina Hernandez, how much left. Marilyn Reyes, two more quarters. Leona, we don't know what 2019 is going to bring us. Catherin, Reyes, so, what you need from us to make it happen. Leona, corrective action #1, corrective action #2, corrective action #3, #4, #3 and #4 are SEARCH invoices and chiller invoices, I don't know how you wanna handle the AAL, because I can't be the one to request, it has to be on a DCA letter head from the President, I tried already and I got a nasty email, it has to come from the President. Catherine Flores, shouldn't we start with the daily intake first. Leona, so that's #1, corrective action #1. Catherine Flores, and this requires a motion, how do we do this. Mary Gibson, someone needs to make a motion to adopt the corrective action plan. Catherine Flores, okay I will. Dina Hernandez, you can do it as one motion for all, would you wanna do it for all. Catherine Flores, she said the most urgent is #1. Dina Hernandez, or just 1 thru 4. Leona, 1, 2, I don't know if you want to separate 3 and 4 because that has to deal with payables, definitely 1 and 2, I need. Vicente Meno, I believe we can, I believe was can tackle this in one, urgent emergency meeting, or whatever you want to call it work shop and tackle the whole thing that you would give us, so, I support your motion, I second your motion. Catherine Flores, to approve the adoption. Vicente Meno, yes. Catherine Flores, corrective action plan #1 and #2. Vicente Meno, yeah, coming from you and I second that motion. Leona, okay, so I think the rest is really DCA and the chiller invoice and SEARCH invoice and then formal letter following up on the AAL. Vicente Meno, am here and approval on that motion. Dina Hernandez, well the motion is 1 and 2. Catherine Flores, 1 and 2. Dina Hernandez, let's vote on that. Catherine Flores, yeah. Mary Gibson, motion to adopt corrective action #1 and #2. Catherine Flores, I move the motion and Mr. Meno, second it. Vicente Meno, Thank You. Mary Gibson, lets vote, all in favor. Dina Hernandez, Vicente Meno, Catherine Flores, Leonard Iriarte, Maria Vilante, I. Mary Gibson, PASS and you suggest you want to come back to revisit 3 and 4, and the AAL. Vicente Meno, we have to,

we have to do that, we have to as a Board of Trustees, so we can settle these difficulties, these challenges, Madam Chair, I suggest that either go work shop or whatever or call another special meeting for that particular issue, concern. Mary Gibson, I gonna refer to the President and the Administrators. Vicente Meno, but let's finish the first one first. Mary Gibson, for the 1 and 2 we already made a motion, we voted, it pass. Vicente Meno, yeah. President, I think we call a work session so we can be more. Vicente Meno, better understand what we're working with and what are the challenges. Catherine Flores, I like that to. Marilyn Reyes, do we have a date in mind. President, so since you approved 1 and 2 already and that's the immediate and the rest. Catherine Flores, the chiller the receipts. Dina Hernandez, but, the chiller is paid already. Catherine Flores, no. Vicente Meno, no. Dina Hernandez, never paid. Catherine Flores, the AG opinion is not to pay, so, no we have to decide what we gonna do about it. Marilyn Reyes, the chiller was paid by Galaide, Galaide is requesting to get reimburse. Catherine Flores, so, what we have on the table is payment to Galaide, receipts, that will be our work session, right, is that what we're looking at, was there only 2. Leona, it was the chiller invoice, SEARCH and collection assistant invoices. Dina Hernandez, and this is FY19 invoices. Leona, 2018, 2019. Marilyn Reyes, 2019 can be paid, 2018 that beyond, way beyond. Catherine Flores, how much time are we looking at, so we can look at our calendar? Mary Gibson, this is longer than usual meeting. Catherine Flores, Yes. Leona, well it's the chiller invoice, the SEARCH invoice, the collection assistant invoice, and then the AAL, but again AAL, is just send a letter on stationary. Catherine Flores, we're on 3 and how much time you propose that's gonna take, we're gonna have a work meeting, no, no, we're gonna end soon, we're gonna come back, so we're just looking at our calendar to see, so what you propose time wise. Marilyn, the check on the SEARCH and collections was already cut, what am gonna do is void it because there's a 2018 invoice that's not supposed to be there, we cut a check or do another check using the same date, removing that one invoice. Leona, okay so we do not need to discuss SEARCH, is that correct. Dina Hernandez, no need to discuss. President, so, I think they just want to understand more what their approving to pay out, so even thou we're telling them, perhaps another work session we can show them. Catherine Flores, because if you leave somebody out, that means that somebody will come back to bite us. Marilyn, same vendor. Catherine Flores, same vendor. President, so we can do a work session. Catherine Flores, okay so what's everybody's prefer date. President, Madam Chair, we can do and emergency meeting, because of a work session we need to move, we can't move. Catherine Flores, okay, so we're gonna have another board meeting, right? Dina Hernandez, you can have 2 in a month, when do you have to respond to this. Leona, as soon as possible because it's already late, immediate. Catherine Flores, I can tell you that I'm good tomorrow after work. President, you know Shelly has a meeting tomorrow with the Lt. Governor at 3 and that's a major, that we're gonna move forward. Dina Hernandez, so what you can do Shelly is just not adjourn the meeting, recess and meet in another day. Catherine Flores, that sounds good too. Mary, and we just reconvene. Catherine Flores, okay, then you can out it on so we can see if we can get a quorum. Dina Hernandez, yep. Catherine Flores, and pick another date if we don't, right okay thank you, you just recess and not adjourning. Catherine Flores, Mam, can I ask to move to recess, since we're almost on the 2hour mark. Mary Gibson, it's just the last one, Dominic had do you want to throw that out. Leona, so this is an example of what really needs to go into the standard operating procedure, do you have a copy of the mini hatch act? So, there's a request to have a fundraising event here at the museum but it's a political fundraiser. Dina Hernandez, they can't because it's a government facility. Mary Gibson, that what I thought. Dina Hernandez, it should be on public law, go to GCA. Leona, I got a request from Galaide, Cliff ask me to

forward, so I forward to Annemarie just to double check, I'm sorry, let me see if I have it, I didn't realize its actually in the agenda, I don't have the attachment, do you have the attachment for that?, I'm sorry I don't have the attachment, but you know what if it's law then we just need to give them the law. Vicente Meno, I really don't mind the politician using the Guam Museum, provided they pay, provided they pay. Mary Gibson, you know Tun Ben, I generally don't have an issue of hosting events here, this is not the mission of the facility, this is not what it's build for. Vicente Meno, I don't allow, I take that out of the blue but, I really don't like the politician to use this place, however because it's the facility of the people of Guam, that's why I said that, but as long as they pay, I might believe all heartily, I want all politician to get away from this park. Mary, you just open an unusual president, it's like what our Maga'Haga wants anybody that gonna run against her using government house. Leona, but I think he pointed out something to look into first, before the board even addresses it so. Dina Hernandez, something to think about. Leona, yeah. Okay so will check the law on that. Mary Gibson can you join us. Vicente Meno, esti na sumahana? Catherine Flores, Tuesday is the 10 and what time are we talking about? President, just so you know I'm involve, this month is Mes CHamoru I'm a judge all day at UOG on that day unless you guys are okay. Leona, just as long as Marilyn is available. Catherine Flores, I'm good on Tuesday if you two are. Leonard Iriarte, March 10, right! Vicente Meno, do you need her on Tuesday to be present. Leona, I need someone from accounting, so Marilyn. Catherine Flores, Marilyn thank you, I'm so happy to meet you, we've been waiting for you since we swore into office. Mary, so we're Tuesday good friends? Tuesday morning. Vicente Meno, for this group I have to cancel my itinerary and I have to come here, I'm good for the whole month, that's why I don't have a phone because everybody call me, Mr. Meno can you please weave me the hat. Mary, Tuesday next week at 10am. Please try to join us Leonard. Leonard, okay. Dina Hernandez, Catherine Flores, Maria Vilante, one hour at the most. Catherine Flores, we're meeting on the 10th at 10 is that correct. Mary, I call the meeting into recess, everybody motion to recess. Maria Vilante, I. Leonard Iriarte, seconded.

APPROVED BY:



Mary Gibson, Vice Chair  
Board of Trustee

Dipåttamenton I Kaohao Guinahan CHamoru

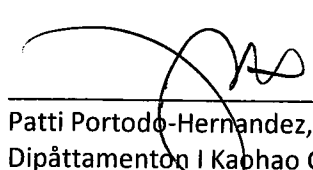
2/9/2020

Date

ATTESTED TO BE TRUE AND CORRECT:

AnnaMarie Arceo, Mås Ge'hilo  
Dipåttamenton I Kaohao Guinahan CHamoru

Date



Patti Portodo-Hernandez, Secretary  
Dipåttamenton I Kaohao Guinahan CHamoru

2/9/20  
Date



Patti Hernandez &lt;patti.hernandez@dca.guam.gov&gt;

**DCA BOT March 3, 2020 minutes**

1 message

**Patti Hernandez** <patti.hernandez@dca.guam.gov>  
To: annamarie.arceo@kfchamoru.guam.gov

Wed, Jul 29, 2020 at 11:18 AM

*Håfa Adai Chelu,*Please review, let me know to meet you to sign. *SYM*

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*Adios*

Patti Babauta Portodo-Hernandez  
Secretary II Typist  
*Dipåttamenton I Kaohao Guinahan CHamoru*  
Department of CHamoru Affairs  
193 Chalan Santo Papa Juan Pablo Dos  
Hagåtña, Guam 96910  
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8/10/20  
no feedback from former President as  
of today.

**BOARD RESOLUTION APPOINTING THE PRESIDENT OF THE  
DEPARTMENT OF CHAMORU AFFAIRS**

We, Linda Taitano-Reyes, Mary Gibson, Dina Hernandez, Maria Vilante, Leonard Iriarte, Darlene Taitano, Vicente Meno and Catherine Flores do hereby certify that we are the duly appointed Board of Trustees of the Department of CHamoru Affairs Board, a Government of Guam entity existing under Public Law No. 25-69, and that the said resolution has not been modified or rescinded and is now in full force and effect and is in conformity with the provisions of the By-Laws of the Department.

**WHEREAS, Anna Marie Arceo** resigned as of June 19, 2020; and

**WHEREAS, R. Arlene Santos** has been appointed as Acting President of the Department of CHamoru Affairs by Governor Lourdes A. Leon Guerrero effective June 22, 2020. NOW BE IT

**RESOLVED**, that the Gubernatorial Appointment of **R. Arlene Santos** be ratified as the President of the Department of CHamoru Affairs with the effective date of June 22, 2020; and be it further

**RESOLVED**, that **R. Arlene Santos** is granted all powers to act on behalf of, or to represent the Department of CHamoru Affairs as the President, Officer or in any other capacity to exercise actual or apparent authority to act in any manner whatsoever on behalf of the department.

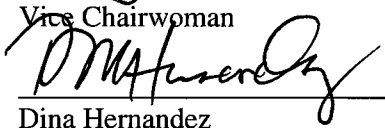
**IN WITNESS WHEREOF**, this resolution is duly executed on this 9<sup>th</sup> day of July 2020 by:

  
Linda Taitano-Reyes  
Chairwoman

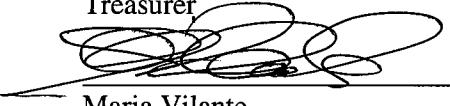
7/9/2020  
Date

  
Mary Gibson  
Vice Chairwoman

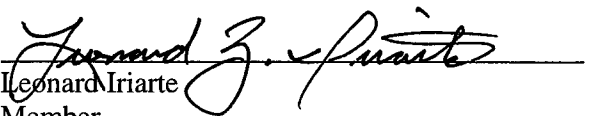
7/9/2020  
Date

  
Dina Hernandez  
Treasurer


7.9.2020  
Date

  
Maria Vilante  
Secretary

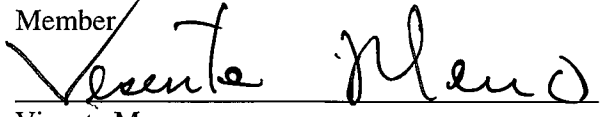
7/9/20  
Date

  
Leonard Iriarte  
Member


7/9/2020  
Date

  
Darlene Taitano  
Member

7/9/20  
Date

  
Vicente Meno  
Member

7/9/2020  
Date

  
Catherine Flores  
Member

                      
Date